



**Assistant Dispatcher
Northeast Region
Recruitment # 2007-03-3044**

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Office Assistant 3
Type of Position:	This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$2053 – \$2588
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	March 9, 2007
Closing Date:	March 31, 2007
Location:	Colville WA

POSITION PROFILE

This position works in the fire dispatch center, a high stress environment, at the Northeast Region office in Colville, Washington. As the assistant dispatcher the position supports the lead dispatcher in directing and implementing the activities in the Northeast Region dispatch center to provide timely and effective dispatching of personnel, equipment and aircraft for fire suppression; provides work direction to, and may help train, other seasonal and/or detailed staff and provides clerical support for the resource and protection services of smoke management, rosters, ROSS, fire reporting, weather system and the region fire training program.

REQUIRED POSITION QUALIFICATIONS

- High school graduation or equivalent;
- Two years of clerical experience;
- Ability to effectively work within a team environment, building constructive working relationships;
- Ability to manage multiple workloads, adept at multi-tasking;
- Excellent communication skills, both written and verbal, with active listening and ability to clarify situations, and effectively communicate with a diverse clientele, internal and external to the organization;
- Proficient computer skills with ability to perform complex word processing/spreadsheet tasks using various software such as Word, Excel, Wordperfect;
- Willingness and ability to work in a high pressure environment, work overtime on short notice and accept varying work schedules/shifts;
- Ability to effectively read, comprehend, interpret and explain rules/regulations, policies/procedures;

DESIRED POSITION QUALIFICATIONS

- Excellent customer service skills;
- Adaptable to changing needs/flexibility
- Initiative to respond to opportunities to resolve problems, achieve goals, willingness to “go the extra mile”;
- Accountability/reliability to achieve excellent results with little need for supervision;
- Actively works to continuously improve job effectiveness

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Work is performed within a dispatch office environment where frequent interruptions, multi-tasking and stressful conditions are routine. Dispatch is a high pressure environment.
- Incumbent is expected to work Monday through Friday, 0800-1630 mid-October to mid-May. A schedule change of days, to include working Saturday and Sunday, and hours during the months of May through October, with long hours, evening, night shift, and work on holidays is required.
- Throughout the year occasional travel is required to attend meetings and trainings.
- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- An online voluntary [Applicant Profile Questionnaire](#).
- Current resume

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

stacey.eslick@dnr.wa.gov

OR other method

Stacey Eslick
DNR
PO Box 190
S. 225 Silke Road
Colville, WA 99114
(509) 684-7474
Fax (509) 684-7484

NOTE: Please indicate Assistant Dispatcher #2007-03-3044 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Stacey Eslick at (509) 684-7474 or e-mail us at DNRrecruiting@wadnr.gov.

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